

18 October 1949

MEMORANDUM FOR: Assistant Director, ORS
Assistant Director, OCD
Assistant Director, OO
Assistant Director, OSI

FROM: Personnel Director

SUBJECT: Personnel Processing

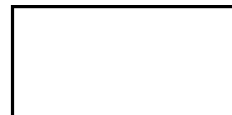
During the past several months there has been a growing tendency on the part of various office personnel to delay taking definite action on employment applications which have been referred for consideration. As a result, the applicants are left in a vacuum and a state of uncertainty for periods, in some cases, as long as four months. In order to prevent further dereliction on the part of the Personnel Procurement people, I have this date informed them that the following three procedures will be effected:

(a) All mail applications will be acknowledged on the date of receipt.

(b) Any referrals to the operating offices will have a time limit of five days. (In this regard, it is the full responsibility of the Placement Officer concerned to insure adherence to this time limit, and any departure will result in disciplinary action.)

(c) It will be the responsibility of the Procurement Office to advise applicants under consideration every thirty days as to the exact status of their case.

It is requested that you advise your operating Chiefs as to the existence of these requirements in order that the Procurement people will receive their full cooperation.



WILLIAM J. KE LY

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